



## Procedures for Modular Dwelling Manufacturers

Wisconsin has a uniform approval program for 1-2 family residential manufactured buildings. The program is administered by the Department of Safety and Professional Services (DPS), Division of Industry Services (DIS). With certain limitations, the approval program may also be applied to multi-family (three or more units per building) residential manufactured buildings. Non-residential manufactured buildings are not covered by this program and must comply with other Wisconsin code requirements for commercial buildings and possibly varying local requirements.

The program is intended to apply to manufactured “closed panel” structures, which would be difficult to inspect after leaving the plant. However, the program may also be used for open panel structures. After compliance with Wisconsin codes has been verified through plan review and inspection, a Wisconsin Insignia (label) may be affixed to the building. Manufactured buildings bearing the Wisconsin Insignia are deemed to comply with the Wisconsin codes and are entitled to be installed anywhere in Wisconsin where the installation site complies with the other provisions of the code. On-site work is subject to approval and inspection by the local inspector.

The program requirements are based on a national model developed by the National Institute of Standards and Technology (NIST), “Model Documents for Evaluation, Approval and Inspection of Manufactured Buildings, July 1976.” Program procedures are detailed under [Wisconsin State Statute Chapter 101, Subchapter III](#), and [Wisconsin Administrative Code SPS 320, Subchapter V](#), for one- and two-family dwellings.

### Applicable Codes

The following codes are applicable to the construction of manufactured residential dwelling units in Wisconsin:

- [SPS 320-325 Uniform Dwelling Code \(UDC\)](#) – Construction standard for 1-2 family dwelling units, applies uniformly statewide.
- [SPS 381-387 Wisconsin Uniform Plumbing Code](#) – Standards for all plumbing.
- [SPS 305 Wisconsin Credentials Code](#) – Requirements for obtaining Wisconsin certified inspector credentials.
- [SPS 316 Wisconsin Electrical Code](#) – Includes Wisconsin adopted modifications to the National Electric Code.
- NFPA 70 National Electric Code.
- National Institute of Standards and Technology (NIST), “Model Documents for the Evaluation, Approval and Inspection of Manufactured Buildings,” as adopted by reference in the Wisconsin Uniform Dwelling Code – Provides guidelines for developing and implementing a compliance assurance program, obtaining this code is optional.

Official Code documents may be purchased from Wisconsin Document Sales at <https://docsales.wi.gov>.

### General Program Requirements

The manufacturer is required to contract with an independent third-party inspection/evaluation agency. The inspection/evaluation agency must have personnel that hold Wisconsin certifications issued by DPS to perform plan evaluation and inspection that are appropriate for the work they are evaluating or inspecting. Separate certification credentials are issued for UDC Construction Inspector, UDC Electrical inspector, UDC HVAC inspector, and UDC Plumbing inspector. If multi-family units are being constructed, the inspector must also be certified as a Commercial Building Inspector and a Commercial Electrical Inspector. The requirements for becoming a certified inspector are detailed in [Chapter SPS 305](#).

The manufacturer, working with the inspection/evaluation agency, is required to create and implement a functional compliance assurance program that has been approved by DPS. The enclosed [Compliance Assurance Manual Submittal Checklist](#) provides a summary of the information the manual is required to provide. Additional information is available in NIST’s “Model Documents for the Evaluation, Approval, and Inspection of Manufactured Buildings.”

After the compliance assurance program has been approved by DSPS, the inspection/evaluation agency is responsible for review and approval of drawings, specifications, calculations, performing in-plant inspections, and monitoring the manufacturer's compliance assurance program for effectiveness.

DSPS will periodically conduct plant audits to monitor the effectiveness of the compliance assurance program, for a fee, to maintain the approval.

## Inspections

**In-Plant Inspections** - The manufacturer and the inspection/evaluation agency must inspect each unit produced. The manufacturer is required to inspect all aspects of construction of every unit produced. The inspection/evaluation agency is required to inspect all aspects of construction (i.e. the entire production line) and must inspect each unit at least once while it is in production. An increased frequency of inspections by the inspection/evaluation agency is required at the start of construction until the manufacturer has a proven history of producing Wisconsin code-compliant units. The frequency of inspection may also be required to be increased when determined necessary by the inspection/evaluation agency or by DSPS. Inspections and required documentation must be performed in accordance with the approved compliance assurance manual.

**On-Site Inspections** - On-site work is under the jurisdiction of the local inspector. Local permits and fees may be required.

## Insignias

Approved manufacturers may purchase Wisconsin insignias from DSPS for \$25.00 each. One insignia is required per dwelling unit, regardless of the number of sections. Authorization for purchasing insignias will be provided with the notification of the manufacturer's approval.

## Other Requirements

All plumbing must be done under the supervision of a Wisconsin licensed Master Plumber by appropriately licensed personnel. Manufacturers that do not have Wisconsin licensed plumbers must obtain a Plumbing Product Approval for prefabricated plumbing systems from DSPS. A separate application submittal and fees are required. See the [Plumbing Product User Guide](#) for instructions on submitting plumbing product applications through the Department's [Electronic Safety and Licensing Application \(eSLA\)](#).

On-site construction work must be done by a contractor possessing a Wisconsin Dwelling Contractor Financial Responsibility certification if they are the party taking out any locally required construction permits. On-site plumbing must be installed by Wisconsin licensed plumbers.

The compliance assurance manual and the building system documentation are required to be kept current with actual practices and materials used in the construction by both the manufacturer and the inspection/evaluation agency. All revisions to the compliance assurance program must be approved by the inspection/evaluation agency and by DSPS. Revisions to the building system or variations from the approved building system must be approved by the inspection/evaluation agency.

## Submission Requirements

Documents required for the purpose of obtaining approval from DSPS:

- [Form SBD-6229, Wisconsin Manufactured Dwelling Program Application](#). Wisconsin Inspector certifications held by inspection/evaluation agency personnel or plant personnel must be listed.
- Compliance Assurance Manual - Submit three copies to DSPS for review. Each page of the compliance assurance manual must be stamped approved and dated by the inspection/evaluation agency prior to submitting to DSPS. The fee for DSPS review of the compliance assurance manual is \$40.00/hour. An invoice for the review fees will be sent after the compliance assurance manual has been reviewed.
- Building System - Submit one copy of the building system to DSPS after it has been approved by the inspection/evaluation agency. The building system submittal shall consist of the plans, specifications, calculations, and test reports describing the proposed construction in sufficient detail to permit the determination of code compliance. The building system may be submitted after the compliance assurance manual has been approved however it must be submitted prior to the start of any construction.

Submission of the compliance assurance manual and building system shall be e-mailed to:

DSPS/Jack Wotruba at [Jack.wotruba@wisconsin.gov](mailto:Jack.wotruba@wisconsin.gov)

Plumbing submittals for modular dwellings shall be submitted through [eSLA](#).



## Modular Dwelling Program Application

**INSTRUCTIONS:** Please type or print clearly. Submit this application with three (3) copies of the manufacturer's compliance assurance manual when submitting applications for approval as a producer of manufactured dwellings in accordance with [Wisconsin Administrative Code § SPS 320.14](#). Prior to submittal, the manufacturer's compliance assurance manual shall be reviewed and approved by the inspection/evaluation agency. Each page shall be stamped approved and dated by the inspection/evaluation agency.

Manufacturer			Inspection/Evaluation Agency		
Name:			Name:		
No. & Street or P.O. Box			No. & Street or P.O. Box		
City:	State:	Zip Code:	City:	State:	Zip Code:
Contact Person:			Contact Person:		
Telephone #	Email:		Telephone #	Email:	

Wisconsin Inspector Certifications				
Name:	Certification #	Inspector Certification Categories		
		UDC Const.	UDC Plbg.	UDC HVAC

Statement
The information submitted in the enclosed compliance assurance manual is correct and reflects the procedures and policies implemented by the manufacturer and the inspection agency to ensure conformance to the Wisconsin Uniform Dwelling Code.

\_\_\_\_\_  
 Signature (Manufacturer)

\_\_\_\_\_  
 Signature (Inspection Agency)

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date



## Compliance Assurance Manual Submittal Checklist

This checklist is intended to serve as a guide to the manufacturer and inspection/evaluation agency in preparing the Compliance Assurance Manual for submittal and approval to participate in the Wisconsin Manufactured Dwelling Program. The titles and numbers listed below are from the National Institute of Standards and Technology (NIST), "Model Documents for Evaluation, Approval, and Inspection of Manufactured Buildings, July 1976," as adopted by the [Wisconsin Administrative Code § SPS 320.24](#). The following format is not mandatory however all of the information listed must be included in the manual. Following this format will ensure that the manual contains all required information and reduce the review time.

### General Requirements

- Name and address of inspection/evaluation agency
- Inspection/Evaluation agency approval
- Properly indexed
- Plant name and location
- Forms - Copies of all inspection forms, records, checklists, labels, stamps, etc.
- Description of building system
- Copy of agreement between manufacturer and inspection/evaluation agency or signed statement that such an agreement is in force and includes a statement of no conflict of interest

### Revision of Manual - Part V, Section 2 (A)(1)

- Procedure for revising manual
- Changes coordinated with and approved by inspection/evaluation agency
- Submission to DSPPS within 10 days
- Formal review of manual every 3 months

### Organization Structure - Part V, Section 2(A)(2)

- Identify organizational elements responsible for compliance assurance (organizational chart)
- Compliance assurance functions independent from production
- Statement of the responsibility and authority of compliance assurance personnel
- Inspection/Evaluation agency compliance assurance relationship

### Training and Qualifications - Part V, Section 2(A)(2)(a)

- Identify person(s) responsible for directing the compliance assurance program
- Qualification & training requirements for compliance assurance personnel.
- Job description of C.A. personnel
- Resumes for C.A. personnel
- Training programs by manufacturer or inspection agency, if any

### Uniform System of Audits - Part V, Section 2(A)(3)

- Audit criteria or checklist for manufacturer
- Audit criteria or checklist for inspection/evaluation agency
- Submit audit findings to DSPPS
- Frequency of audits

**Compliance Records - Part V, Section 2(A)(2)**

- Personnel responsible for keeping records
- Record of inspections performed
- Record of test results
- Data plate
- Minor modifications approvals
- Dates of production
- Complaint information

**Control of Changes - Part V, Section 2(A)(5)**

- Procedure for control of changes to building system or compliance documentation (i.e. checklists etc.)
- Personnel responsibility for informing personnel of changes

**Control of Working Drawings - Part V, Section 2(A)(6)**

- Use of working drawings
- Review for compliance
- Approval by inspection/evaluation agency
- Procedure to modify plans
- Removal of obsolete plans
- Responsibility or method for communication of changes

**Serial Number System - Part V, Section 2(A)(7)**

- Number assignment
- When assigned
- Where located on unit

**Control of Labels - Part V, Section 2(B)(8)**

- Personnel who will have responsibility for release and control of labels
- Assigning labels to units
- Verification of records for unit
- Handling of damaged or misused labels

**Control of Procurement - Part V, Section 2(B)(1)**

- System of selecting materials
- Evidence of compliance (i.e. grade stamps, listings, etc.)
- Review for compliance with approved building system

**Receiving Inspection - Part V, Section 2(B)(2)**

- Method of evaluating materials and supplies upon receipt
- Accept/reject criteria

**Protection of Materials- Part V, Section 2(B)(3)**

- Protection from weather
- Protection from physical damage
- Protection from adverse conditions

**Disposition of Rejected Materials - Part V, Section 2(B)(4)**

- Method of identification and handling of rejected materials
- Procedure for repair or rework

**Corrective Action - Part V, Section 2(C)(1)**

- Identification of noncompliant items
- Method of correction of noncompliant items
- Identify cause of non-compliance

**Testing and Inspection Equipment- Part V, Section 2(C)(2)**

- Test equipment used
- Test procedures
- Calibration and test of equipment

**Frequency of Inspection - Part V, Section 2(C)(3)**

- All aspects of construction of every unit inspected by in-plant inspector
- All aspects of construction inspected by inspection/evaluation agency (every unit inspected at least once by inspection/evaluation agency)
- Adjusting frequency of inspections by inspection/evaluation agency
- Criteria for determining adjusting the frequency of inspections

**Authority for Compliance Assurance - Part V, Section 2(C)(4)**

- Authority of in-plant inspector
- Authority of inspection/evaluation agency
- Provision to inspect all dwellings prior to defective and subsequent to last unit inspected by inspection/evaluation agency

**Production Flow Diagrams - Part V, Section 2(C)(5)**

- Material flow chart
- Plant Layout
- Inspection and test done at each station
- Mandatory inspection locations
- Storage locations

**Inspection Checklists - Part V, Section 2(C)(6)**

- Includes all aspects of construction
- Use of checklist on production line
- Objective of checklist

**Code Compliance Workmanship Standards - Part V, Section 2(C)(7)**

- Use of manufacturer's instructions and listing requirements
- Reference to applicable Wisconsin codes.

**Disposition of Noncompliant Construction - Part V, Section 2(C)(8)**

- Method of identification of noncompliant item (red tag, etc)
- Removal of identification after correction
- Recording of noncompliance
- Checking of prior and subsequent units

**Final Inspection and Certification - Part V, Section 2(D)(1)**

- Procedures for final inspection
- Proper unit identification and records
- Label control records
- Correct information check

**Handling and Storage - Part V, Section 2(D)(2)**

- Method of handling units
- Protection from elements in storage
- Inspection of stored units

**Packing and Shipping - Part V, Section 2(D)(3)**

- Protection against damage
- Pre-transit inspection

**Transportation - Part V, Section 2(D)(4)**

- Method of transportation
- Pre transit inspection

**Installation Control - Part V, Section 2(D)(5)**

Information to be provided to local inspector  
Foundation and structure requirements described  
Utilities  
Testing

**Field Repairs - Part V, Section 2(D)(6)**

Method of determining responsibility  
Correction of non-compliance when work is result of work by manufacturer  
Reporting of noncompliance relating to inadequate plant inspection  
Provision to inspect other units suspected of non-compliant items  
Withdrawal of labels from units not in compliance

**Permission for Inspection- Part V, Section 2(D)(7)**

Signed and notarized permission for DSPS to audit records and inspect